

NEIGHBORHOOD SERVICES COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Neighborhood Services Coordinator exists is to plan, develop, organize and implement programs and services to assist proactively responding to neighborhood issues and/or citizen concerns in the Citizen and Neighborhood Resources Department. This classification does not supervise. Work is performed under general direction by the Neighborhood Services and Preservation Director.

ESSENTIAL FUNCTIONS

Establishes connections with existing neighborhood organizations and associations.

Develops and maintains neighborhood association tracking system.

Provides on-going staff support to the Scottsdale Neighborhood Enhancement Commission.

Coordinates the Neighborhood Capital Improvement Project process; informs citizens on program requirements; reviews grant applications and counsels applicants for presentation to the Neighborhood Enhancement Commission; prepares and issues funding allocations to awarded neighborhoods.

Develops partnerships with other municipalities, community organizations, school districts, corporations and service provider agencies.

Coordinates mediators and participants in the Community Mediation program.

Plans, develops, and implements the Housing Demonstration Project.

Researches, prepares and presents oral and written publications, reports and recommendations to neighborhoods, community organizations, Boards and Commissions, city management and staff.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Neighborhood associations and organizations involved in providing community and neighborhood services.

Principles and practices of neighborhood and program planning.

Public communication and issue resolution techniques.

Microsoft Word, Excel, Access, and PowerPoint.

Ability to:

Listen and communicate effectively with a diverse group of people; establish and maintain good working relationships with co-workers and the general public; demonstrate tact, diplomacy and good customer service skills.

Effectively present information to large groups of people and/or neighborhood associations.

Act calmly, rationally, decisively, and tactfully in difficult situations.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Operate a variety of standard office equipment, including a personal computer that requires continuous and repetitive arm, hand and eye movement.

Work occasional evenings and/or attend meetings is required.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Business or Public Administration or a closely related field and two to four years of progressively responsible citizen outreach and neighborhood assistance programs. Must obtain and possess a valid Arizona's driver's license with no major citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified